

CHARTER REVIEW COMMITTEE
Meeting Minutes

For the Meeting Held On : May 14, 2015
Meeting Time : 6:30 pm

Location : Council on Aging – Conference Room
Address : 328 North Main Street, East Longmeadow, MA

Meeting Posted On... **Day:** Friday **Date:** 05 / 08 / 2015
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes ☒ No ☐
The Minutes of this Meeting are being taken by: Marge Larocca

Committee Members: (check if attended)

Dawn Starks	<input checked="" type="checkbox"/>	Russell Denver	<input checked="" type="checkbox"/>	William Fonseca	<input checked="" type="checkbox"/>	George Kingston	<input checked="" type="checkbox"/>
Larry Levine	<input checked="" type="checkbox"/>	Eric Madison	<input type="checkbox"/>	Raymond Miller	<input checked="" type="checkbox"/>	Tom O'Connor	<input type="checkbox"/>
Ralph Page	<input checked="" type="checkbox"/>						

Attendees: Angela Thorpe, Marge Larocca

Did the Chair release any prior Executive Session Minutes?
Dates of Executive Session Released :

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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TOPIC / MATTER #1
Meeting Minutes – April 30, 2015

Summary of Matter Discussed :

- The Chairman opened the meeting and asked the members in attendance to review the meeting minutes. A motion was made to accept the Charter Commission Meeting Minutes of April 30, 2015. It was noted that Mr. Page's last name wasn't spelled correctly and that the date shown in bullet item #4 should be May 14, 2015. The motion was seconded and the minutes were accepted as amended.

Documents or Exhibits for this Matter:

- Charter Commission April 30, 2015 Meeting Minutes

Votes Taken Under this Matter :

- A motion was made to accept the Charter Commission Meeting Minutes of April 30, 2015. It was noted that Mr. Page's last name wasn't spelled correctly and that the date shown in bullet item #4 should be May 14, 2015. The motion was seconded and the minutes were accepted as amended.

TOPIC / MATTER #2

Meeting Schedule & Rough Timeline

Summary of Matter Discussed :

- The Chairman distributed the document: East Longmeadow Time-Line Charter Development dated September 9, 2004. She stated that the current timeline follows the exact dates of this document, and that it gives a visual layout of the year. She also distributed a rough meeting schedule.
- The Chairman distributed the document: Longmeadow Charter Development Plan. She explained that the document shows the timeline and allocation of duties, and the third document shows the Meeting schedule for the Commission.

Documents or Exhibits for this Matter:

- East Longmeadow Time-Line Charter Development-Sept. 9, 2004; Meeting Schedule; Longmeadow Charter Development Plan;

Votes Taken Under this Matter :

- None

TOPIC / MATTER #3

Public Hearing

Summary of Matter Discussed :

- The Chairman stated that the Charter Commission's Public Hearing is scheduled for 7:00 PM, May 27, 2015 at the Council on Aging Media Room, 328 North Main Street.
- Discussion followed about the Public Hearing and the deadlines for various tasks shown in the Longmeadow Charter Development Plan. It was questioned if a meeting could take place following the Public Hearing. The Chairman stated that a meeting will be posted for May 28th in case time doesn't allow for a meeting to be held following the hearing.
- The Chairman distributed the document: The Process, from the last Charter Commission. She noted that the deadlines are hard and fast and asked for comments. Mr. Miller stated that if the deadlines aren't met, the concern is that the public might lose interest. Mr. Kingston added that the information from the last Charter Commission is available
- Discussion began about methods of publicizing the Public Hearing. Some of the suggestions included making a robo-call prior to the hearing, signs around town, announcement at Town Meeting and placing a notice in the newspaper.

Documents or Exhibits for this Matter:

- The Process

Votes Taken Under this Matter :

- None

TOPIC / MATTER #4

Status of Clerical Help

Summary of Matter Discussed :

- The Chairman stated that the Commission is still looking to find someone for clerical help, and that Mrs. Larocca has offered to help out until someone is found for the position. She added that an inquiry had been made to have a person through the Senior Work-off Abatement Program, but that program doesn't begin until the 1st of December. Discussion began about the various options of securing a person for the clerical duties.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #5

Discuss/Assign Duties & Tasks

Summary of Matter Discussed :

- The Chairman spoke about creating press releases for the Charter Commission. Discussion followed about the approval process for news releases and it was decided that Mr. Kingston would write the news releases & submit to the Chairman for final approval.
- Discussion began next about the process of conducting interviews. It was decided to have two people conduct the interviews and then bring a report back to the commission.
- The Chairman distributed the documents: Longmeadow Charter Commission Expenses June 18, 2003 – May 5, 2004, and History of Governmental Review in East Longmeadow. Discussion followed about gathering information and empirical data from similar communities that have adopted charters in the last ten years and also ascertaining what form of government was adopted.

Documents or Exhibits for this Matter:

- Longmeadow Charter Commission Expenses June 18, 2003 – May 5, 2004,
History of Governmental Review in East Longmeadow

Votes Taken Under this Matter :

- None

TOPIC / MATTER #6
Discuss Consultant

Summary of Matter Discussed :

- The Chairman spoke about two letters from consultants used for the last charter review, one being a letter of introduction and the other a summary of services. A discussion followed about the need for hiring a consultant, getting a list of consultants that other communities have used and opinions & concerns about receiving donations.
- The Commission members spoke about their opinion regarding a change of government during the previous Charter Review process and about some of the tasks that need to be started over the next few weeks.
- Discussion followed about some of the items to be discussed at the next meeting and about setting up interviews with local officials, Board members, department heads and employees.
- Mr. Denver asked Selectwoman Thorpe if an email can be sent to all employees about attending the Charter Commission's Public Hearing on May 27th so that the Commission can get their thoughts on the matter.
- Discussion began about the public hearing process.
- The Chairman stated that there is the ability to utilize a survey for the opinions of town residents. A suggestion was made to do that in September.

Documents or Exhibits for this Matter:

- Letter of Introduction, summary of services letter.

Votes Taken Under this Matter :

- None

7:42 PM: Motion to Adjourn

Next Meeting: May 28, 2015 – 6:30PM – 328 North Main St. – Conference Room

MEETING FOLLOW UP:
PRIOR MEETING NOTES: